

DUTY STATEMENT
STATE TREASURER'S OFFICE
Division: CAEATFA

PART A	
Position No: 321-001-4225-001	Date:
Class: Treasury Program Manager II (Sup)	Name: Vacant
<p>Under the general direction of the Executive Director and/or Deputy Executive Director, the Treasury Program Manager II functions as the supervising manager in charge off all functions and programs performed by the California Alternative Energy & Advanced Transportation Financing Authority (CAEATFA). This position provides executive management supervision and oversight of the daily administration and operation of the Authority's various financing assistance programs, including the Sales & Use Tax Exclusion Program, Clean Energy Upgrade Financing Program, Property Accessed Clean Energy (PACE) Loss Reserve Program, Bond Program, and the California Hub for Energy Efficiency Financing Program (in collaboration with the California Public Utilities Commission and investor-owned utilities). The position is also responsible for the continued development of other new programs designed to assist eligible stakeholders with financial assistant opportunities and promote the mission of CAEATFA, and providing policy guidance and recommendations as a member of CAEATFA's executive management team. The position supervises trains, assigns work, and directs the day-to-day activities of the first-line management staff directly (currently two Treasury Program Manager I (TPM Is)), and has overall responsibility for all of the professional and clerical staff. This position acts in the absence of the Executive Director and/or Deputy Executive Directors.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	<p>Supervises TPM I's and is the senior manager responsible for the various program functions under CAEATFA, including providing recommendations and oversight of initial discussions of eligibility, levels of financial assistance and bond ratings, credit requirements, and review of application material; provides oversight and guidance on preparation of board material regarding requests for financing; negotiates changes in legal documents with legal counsel and borrowers and establishes implementation schedules. Makes recommendations to the Executive Director and the Deputy Executive Director on policy and specific terms and conditions for individual borrowers participating in programs under the Authority; determines when all documents that are necessary for the execution of legal documents has been met, and participates or directs appropriate staff in site visits to current or potential borrowers as necessary. Act as a Liaison on behalf of the authority to various stakeholders and interest groups, including the legislature and other state and federal entities.</p>
25%	<p>Manages the administration of the CA Alternative Energy & Advanced Transportation Financing Authority, including the preparation of annual budgets and quarterly updates; development of budget change proposals and representation of the Authority to Department of Finance and other budget staff; supervision over the Authority's contracts and procurements process; oversight of the agencies accounting, record retention and audit requirements, establishment of program and Authority management tools; overall management of personnel and workload assignments; direction of staff regarding operating procedures, filing, telephone and written correspondence replies; supervises the determination for staff training -- as a group and individually -- and arranges for such through state and private resources; works with first line managers to rotate workload assignments of staff to provide cross training and back-up services and</p>

	<p>performs appropriate employee evaluations; oversees the purchase, maintenance and repairs of equipment and other general office management functions. Provides direct supervision to Treasury Program Manager I positions and indirect supervision of other professional and clerical staff.</p>
20%	<p>Provides oversight, supervision and strategic guidance to the development of new programs and initiatives, as well continued assessment and improvement of CAEATFA's existing programs and procedures. Provides policy and administrative guidance and recommendations to staff and the Executive Management team; oversees and assists in the management of the development of regulations; stakeholder outreach and the implementation of best practices.</p>
10 %	<p>Responsible for CAEATFA's compliance with, and its development of tools to address, the terms and conditions of funding sources, including but not limited to the compliance of tax-exempt bonds and other various programs, through the development and maintenance of internal database(s), and a comprehensive program of lender/borrower guidance and education, reporting, and site monitoring/audits by staff. Ensures procedures for all programs, compliance and administrative processes are maintained and updated. Ensures that records are maintained and retained according to required security rules governing private and financial information, and CAEATFA's record retention schedule.</p>
10%	<p>Develops and implements a strategic and successful education and outreach plan to increase stakeholder participation in the programs, engaging potential applicants, lenders and lending associations, community groups, PACE financing, energy efficiency, alternative energy and advanced transportation experts, local business representatives and borrowers. As a member of the Executive Team, meets with financing teams, associations, and other convening's across the State to carry out the strategic plan. Under direction of the Executive Team, maintains agency wide communication as well as works with and act as a liaison to state and federal entities, including the Legislature, Department of Finance, California Energy Commission and Public Utilities Commission, and provide them with information requested.</p>
NON-ESSENTIAL FUNCTIONS	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Position No: 345-002-4225-001		Date:			
Class: Treasury Program Manager II (Sup)		Name: Vacant			
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing applications, financial statements, various documents and reports relating to financings; viewing computer screen researching information and monitoring data in database.					X
HEARING: Answering requests on the telephone; participating in meetings and discussions relating to applicants; answering inquiries and providing verbal information.					X
SPEAKING: Speaking on the telephone; making presentations to the Board and management; participating in meetings and discussions relating to applicants; responding to inquiries and providing verbal information.					X
WALKING: Distributing information; attending meetings; site visits.		X			
SITTING: Sitting at desk reviewing reports and/or view computer screen; attending meetings.					X
STANDING: Xeroxing or faxing		X			
BALANCING:	X				
CONCENTRATING: Analyzing and interpreting information presented for financings; determining needs of callers and providing information; reviewing various documents for bond and loan transactions.					X
COMPREHENSION: Understanding financial reports and other documentation; understanding and following procedures necessary to complete financing requests.					X
WORKING INDEPENDENTLY: Occasionally must work alone and independently				X	
LIFTING UP TO 10 LBS OCCASIONALLY: Lifting files relating to loan documents.		X			
LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY:	X				
LIFTING UP 20-50 LBS OCCASIONALLY AND/OR 25-50 FREQUENTLY:	X				
FINGERING: Typing on a computer keyboard, pushing buttons on telephone.				X	
REACHING: Answering telephone		X			
CARRYING: Retrieving or returning files, applications or other documents.		X			
CLIMBING:	X				
BENDING AT WAIST:	X				
KNEELING:	X				
PUSHING OR PULLING:	X				
HANDLING: Typing				X	
DRIVING: Attend meetings or conferences.		X			
OPERATING EQUIPMENT: Computer, telephone, xerox machines, fax.				X	
WORKING INDOORS: Enclosed office environment					X
WORKING OUTDOORS:	X				
WORKING IN CONFINED SPACE: Enclosed office environment				X	